

# CITY OF REDMOND ARTS COMMISSION

## MINUTES

December 9, 2004

Old Redmond Schoolhouse Community Center

*“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”*

**COMMISSIONERS PRESENT:** Chairperson Phil Teller, Heidi Houghton, Latha Sambamurti, Roy Leban, Yvette Waters

**ABSENT AND EXCUSED:** Vice Chair Kay Tarapolsi, Katie Innes, Jill Schmidt; youth advocates Nicole Rollofson and Julia Marino

**STAFF PRESENT:** Melna Skillingstead, Arts Administrator; Sandra Bettencourt, Recreation Program Manager; Pam Maybee, Recording Secretary

**GUESTS PRESENT:** None

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## AGENDA

**Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.**

### **I. CALL TO ORDER**

Chairperson Phil Teller called to order the regular meeting of the Redmond Arts Commission (RAC) at 7:10 p.m. at the Old Redmond Schoolhouse Community Center (ORSCC).

### **II. APPROVAL OF MINUTES**

The Redmond Arts Commission (RAC) minutes of November 18, 2004 were approved with the following amendments:

- Page 2, paragraph three, third sentence: Add, “...is dealing with a 3% reduction issue...”
- Page 9, third paragraph from bottom, first sentence: Correct spelling from “discreet” to “discrete”
- Correct spelling from Moreno to Marino

**Motion for approval of the RAC minutes of November 18, 2004 as amended by:**  
Commissioner Leban  
**Second by:** Commissioner Houghton  
**Motion carried:** 5-0 unanimous

Additional changes to future minutes:

- *Put committee minutes in different font to distinguish from RAC minutes.*
- *Include monthly meeting “theme” at end of minutes.*

### **III. ADDITIONS TO AGENDA**

General RAC Business:

- Add Annual Report Update
- Postpone Handbook Update until January 2005
- Add Funding/Marketing with Microsoft

Arts Education:

- Delete Youth Advocate Report

### **IV. ITEMS FROM THE AUDIENCE**

None

### **V. GENERAL RAC BUSINESS**

#### **A. Chair/Vice Chair**

Teller volunteered to work on the RAC handbook and the Project Planning 2005 with Schmidt and Houghton with a focus on new questions for the Commissioner hiring process.

Teller requested a discussion on types of questions to ask the candidates to avoid misrepresentation of the expectations of being on the Commission and to match vision and style of leadership, team playing, and innovative thinking. Bettencourt believed interview questions could lead to a basic idea, noting that age, gender, interest, etc., all need to be factored in as well.

Skillingstead announced the position would be re-advertised, ending 12/17/04. The applicant must live within the City limits.

#### **B. 2005-06 \$1.25 Per Capita Funding Allocation**

Skillingstead presented a draft of the 2005-06 Per Capita Program Allocations/Arts Activity Fund 2005-06. She announced City Council approved a .25 funding increase for the arts programs from \$1.25 to \$1.50 per capita.

Skillingstead explained the chart, the administration (expenses), programs funded (from per capita fund), and general programs (supplies, telephone, cultural plan, etc.). Staff highlighted the following:

- Need to focus on funding sources for the ROS program. Consider hiring a consultant to curate the show. RFPs will go out to determine the cost of a curator. RAC recommendations would be weighed with Finance Department policy, since the City does the hiring.
- The “Proposed program” and “\$1.50/cap program” columns equal the available amount for programs.
- Still looking to remove Arts Administrator costs out of this budget.
- Donation money could change.
- Projected grants, for the most part, are from King County Sustained Support money (except ROS and Arts in the Parks receives Tourism dollars).

Leban suggested showing expense as negative and income as positive, to help better interpret the meaning of the chart. Waters suggested color-coding columns to better clarify. ***Leban will reformat the document for Skillingstead.***

Bettencourt noted the cultural plan—as previous Commissions have deemed—is key for the future. Due to lack of grant funding, money has been put aside since 2000 for the plan. Staff recommended RAC consider that 2005 cultural plan savings (and possibly next year’s) normally put aside for the plan be used for ROS as a one-time expense. Following this year, the savings would again go back to the cultural plan set aside funds.

Skillingstead asked RAC to philosophically discuss their priorities. Then based on priorities chosen, the money would completely support the programs they really want. Their discussion should focus on Performing Arts/Literary, Arts Education/Grants, Visual Arts and general program expenses, i.e., the cultural plan. She noted the King County sustained support money can be flexibly used to support all programs.

Staff explained the following significant reductions were recommended in order to use the \$11,700 annual increase to the per capita budget for the 2005-06 ROS program:

- Arts in the Parks budget
- Both grants (minus \$1,000 each)
- Arts Education programs (due to no leadership and a shifted program emphasis)
- Dedications, volunteer recognitions, and visual arts collection management

Staff verified that it is the Commission’s decision as to where the funding goes, as long as the allocated percentages for each program are maintained. However, the ROS program, the Winter Performance Series, and the Arts in the Parks programs have already committed dollars in 2005. Bettencourt clarified that based on RAC recommendations, the ROS exhibit could be adjusted.

Teller suggested adding a column for revenue. *Skillingstead will add the column to reflect the revenue.*

### **C. Funding/Marketing - Microsoft**

Bettencourt reported that Microsoft has traditionally given funds for various events. The City will be combining those events—program and technology—for a bigger “ask” and a longer, 4-year commitment. This “ask” is not related to employee matches, nor does it apply to CIP projects. Staff requested Commissioners not ask Microsoft for any donations until they have made their decision. Staff will meet with Microsoft after the first of the year.

### **D. RAC Retreat – Senior Center**

Skillingstead reported the Senior Center is reserved for the January 24<sup>th</sup> RAC retreat. Details will be forthcoming.

### **E. Handbook Update Discussion**

*Teller volunteered to assist Schmidt and Houghton with the handbook update.* Discussion postponed to January.

### **F. Annual Report**

Leban reported he can arrange the Annual Report into the *Focus* magazine so it can be nicely pulled out as a center spread, or printed separately. He asked Commissioners to consider the items to be included in addition to the budget information (staff’s contribution) and letter from the Chair. There is not a fixed format.

The framework would be in place by the end of the year. *Commissioners may send comments to Leban before that time.* Houghton requested staff send copies of the last three annual reports to Commissioners so they can get ideas. *Skillingstead will attempt to locate those reports and follow up.*

## **VI. Visual Arts**

### **A. Andrew Carson Site Recommendation**

Leban and Skillingstead drove by the Visual Arts Committee’s nominated sites:

- Idylwood Park: The area across from the park is not suitable, due to safety issues, etc. The area inside the park provided the most interesting location, which could be between the parking lot and street. *Skillingstead will look into changes slated for the park to confirm if the location would work.*
- Luke’s Landing: already has three art pieces.
- Anderson Park: was deemed unsuitable along Redmond Way.

Skillingstead reported that Mr. Carson would like to be involved in the site selection. He is selling the piece to the City for half of his original price. Staff noted that budget discussion was a priority before pursuing approval of the site and RAC approval.

## **B. Arts Award Design/Function Discussion**

Leban and Houghton agreed that the name and information should be integrated into the piece proposed by artist, Bill Ayers, whom, they noted, was willing to accommodate the Commission's preference.

**Motion for approval of Bill Ayers as artist for the Volunteer Arts Awards, with the condition he follow the Commission's specifications of integrating the information into the artwork by:** Commissioner Leban

**Second by:** Commissioner Houghton

**Motion carried:** 5-0 unanimous

## **C. New Business**

### **1. Gallery Guidelines**

Leban proposed changes to simplify the process of the ORSCC Gallery guidelines for submission and acceptance of artwork. The current process is to submit artwork via slides. Leban recommended submissions via email, directing viewers to look at the artists' individual sites. He noted Arriba Stature objected to his idea.

Bettencourt stated there would need to be some standard for decision to provide consistency. Teller added that the standard has always been to submit slides. Waters also noted there would be a risk of having no record in the future if it was only viewed online. *Commissioners agreed that the Visual Arts Committee would make the decision.*

## **D. Emailed Visual Arts Committee Meeting Report – November 22, 2004 – submitted by Commissioner Leban**

Attendees: Roy Leban, Phil Teller, Katie Innes, Melna Skillingstead

Absent: Heidi Houghton, Jill Schmidt, Kay Tarapolsi, Pam Rembold

Guests: Jan Sherwood

### **1. Ongoing Business**

- a. Perrigo Park final report: No update. ***Leban will write before next meeting.***
- b. Dove Lady follow-up: ***Skillingstead will follow up on this.***
- c. Heritage Art Contest: No update. ***Tarapolsi to update at next meeting.***
- d. ROS: Katie reported the following:
  - ROS 2005-06 is definitely starting in September. This would save money, since Parks staff would not need to work overtime for installation. It is not yet known if the current ROS would come down in July or in September. Skillingstead has contacted City staff about the necessary contractual changes, and has contacted the artists to see if they could do it.

- Innes is looking to find one or more interns who could help with ROS for 2005-06. This would be particularly helpful if a curator could not be hired, but she said it would be useful in any event. For 2006-07, Innes is hoping to get a graduate student curator who could curate ROS as a Master's thesis at UW. She spoke with the UW department head who thinks it is a good idea. Discussion followed on possibly having an intern this year who could be the curator next year.
- ROS mission statement discussion: The committee thought it might be useful for ROS to have its own mission statement to help the committee understand their role. **Innes will draft a mission statement for ROS beginning with, "ROS will help enhance the community through the arts by ..." Innes will bring the draft mission statement to the next VA committee meeting for discussion, then be shown to all Commissioners.**
- Redmond Town Center may be interested in acquiring a piece from the current ROS. Skillingstead gave them contact information. Some of the artists asked Skillingstead for and were given Town Center's contact information.
- e. Catalog conversion to database: No update.
- f. City Hall artwork:
  - Amy Tarce, a Senior Planner for the City, emailed a question about the changes in the lobby/entrance art, since it was different in scope from what the Design Review Board had approved. She was concerned that the lobby design might no longer be acceptable. Renee Tanner of 4Culture sent some information about this, but it didn't get back to Tarce. **Skillingstead will follow up.**
  - Art inside the city hall would be discussed at the next meeting.

## 2. Old Business

- a. Andrew Carson sculpture – visiting proposed sites
  - **Leban and Skillingstead will visit the proposed sites Thursday 12/2, at 8:10 a.m.**
- b. ORSCC Gallery new name
  - Teller proposed a contest for a new name; members agreed. It could be publicized in *Focus* and a notice sent to the *Redmond Reporter*. A prize for the winner could be cutting the ribbon at an official opening ceremony. A press release could also be issued with the new community-chosen name as extra publicity for the gallery. **Teller will write a paragraph or two about it, to be reviewed by the committee via email. Skillingstead will send it out upon concurrence.**

## 3. New Business

- a. Draft for additional committee members:
  - **Leban will write a draft and send to Skillingstead.**
  - Jan Sherwood, a former teacher, was present as a potential volunteer member of the VA committee. She gave a brief background: a newly retired teacher who now has the time and the interest in public art; has always enjoyed the public art in Redmond, particularly ROS; is not an artist, but taught Art History & Appreciation each year to her students.
  - Members asked Ms. Sherwood how she thought she could contribute to the committee. She volunteered to (a) join the committee, (b) help Skillingstead with some activities, such as replenishing the ROS booklets and updating the Arts Info Phone messages, and (c) help Innes with ROS 2005-06. Accordingly, the committee welcomed her as a new community member of the VA committee.
  - Leban took chair's privilege to declare that each volunteer member of the VA committee would be assigned a commissioner or staff person as their primary contact. Arriba Stature is already working with Skillingstead. Since Ms. Sherwood was particularly interested in ROS, Innes would be her primary contact.
- b. ORSCC Gallery Review:

- The next review is the week of November 29, December 6 (or December 13), Monday through Thursday, before 3:00 p.m.
  - In the past, the review has been a VA chair duty/privilege. A rotating duty was suggested instead.
  - This time, Skillingstead, Innes, and Leban (pending availability) would meet with Stature on 12/1/04, 10:15 a.m., ORSCC.
- c. ORSCC Gallery – Submission Standards
- Some artists want to submit digital photos instead of slides.
  - Everybody agreed that digital was fine, provided submission is on CD-ROM.
  - An email Leban sent after the meeting explaining his revised opinion:
    - Online is okay, but just a pointer to a web site is not. When slides are sent, they are a small number the artist would like reviewed, not their entire portfolio. An artist pointing to their web site needs to do the same, as well as a CD-ROM. While it can be convenient to have a lot more photos to look at, if an artist is liked and more photos want to be seen, they need to give a more detailed pointer than just a web site.
- d. ORSCC Gallery: Suggestions for future shows:
- Leban asked what the gallery exhibits could be, besides one or two artists, to expand the value of the gallery.
  - In addition to the EAFA show from last year, the planned Senior/Teen show (Houghton), and the planned Historical Society Show (Tarapolsi), suggestions were made for a “Redmond Community” show and an “Art of the Art Commission” show.
  - Skillingstead explained that a problem with such shows was the amount of work entailed and it would be too much to ask of Stature. Leban stated the committee should decide if the shows are desired before considering resource availability. As it stands, the committee is not sure what it wants from the gallery. Discussion regarding a mission statement for the gallery ensued.
  - ***Leban will draft, “The ORSCC Gallery will help enhance the community through the arts by ...” He will bring the draft to the next VA committee meeting for discussion, followed by RAC review.***
- e. Julia Marino's ideas
- Marino was not able to make the meeting. ***Leban and Skillingstead would attempt to meet with Marino before the next meeting.***
- f. Next Meeting Date (a new agenda item)
- The next meeting would normally be December 27 during the holidays. Accordingly, the December meeting would be skipped. The January meeting conflicts with the RAC retreat; the week before (January 17) is Martin Luther King, Jr. Day, which leaves either January 10 or January 31. ***Leban will follow up on the meeting date.***

#### 4. Notes

- ENSO Center is having their second Annual Art Exhibit November 5-7.
- Catalog photo party: November 15 at Houghton's at 6:00 p.m.

(End emailed committee highlights)

## VII. Arts Education / Grants

### A. Funding: Arts Education & Organizational Support Grant Recommendations

Postponed due to unknown budget amounts available for 2005. ***Houghton will confer with Skillingstead regarding this.***

**B. New Business**

None

**C. Youth Advocate Report**

None

**D. Emailed Arts Education Committee Meeting Report**

None

**VIII. Performing/Literary Arts**

**A. *Write Out Loud!* Sponsorship 2005 Recommendation - December**

Waters, Literary Arts Committee chair, recommended support of RASP for another year. Funding support would be determined at the next RAC meeting.

**B. Arts in the Parks 2005 Artists Recommendation**

Sambamurti had emailed Commissioners the suggested web sites for artist recommendations. She requested Commissioners approve the list submitted in the Performing Arts Committee minutes in order to make the deadline for the Spring *Redmond Recreation Guide*.

**Motion for approval of the Arts in the Parks 2005 recommended list as proposed by Sambamurti by:** Commissioner Sambamurti

**Second by:** Commissioner Houghton

**Discussion:** It was understood that the order and number of artists would be determined based on the budget.

**Motion carried:** 5-0 unanimous

Houghton would like RAC to discuss how to do Arts in the Parks “smarter and leaner.”  
***Commissioners would discuss this at their February meeting.***

**C. Marketing: Winter Performance Series**

Sambamurti reported the Winter Performance Series publicity is about to begin and will include the following:

- Ads in the *Recreation Guide* and *Focus* magazine
- Winter Performance Series fliers distributed to locations of Commissioners’ choice (after the holidays)

At the next RAC meeting in January, Sambamurti will circulate the volunteer sign-up sheet for the performances.



## **D. New Business**

*Waters volunteered to work on Focus articles with Houghton and Jamie Strauss-Clark.*

## **E. Emailed Performing Arts Committee Meeting Report – submitted by Sambamurti**

Attendee members present:

Latha P. Sambamurti (Chair, Performing Arts)  
Melna Skillingstead (Arts Administrator)  
Pat T.Pattabhiraman (Performing Arts Committee member)  
Yvette Kirby-Waters (Arts Commissioner & Performing Arts Committee member)

Meeting invitees absent:

Andy Robertson (Performing Arts Committee member)  
Kelley Gast (Redmond Town Center)

Highlights of the meeting proceedings:

1. 2005 Winter performance series:
  - Budget update (Skillingstead): Projected total expense for the series, as incorporated in the 2005 budget, is \$6,814.
  - Publicity: Newspaper ad: Quarter page ad in *Redmond Reporter* would cost us \$285 for a black-and-white ad and \$360 for a 2-color ad. We proposed to place a 2-color ad. The ad will appear in the January 12, 2005 issue of *Redmond Reporter*.
  - Publicity: Flyers/brochures:
    - Will be printed and ready on Wednesday Dec 8, 04.
    - They will be distributed in Redmond schools shortly after returning from holidays, in early Jan 2005.
    - Bulk-mailed flyers will go out during the same timeframe.
    - We will, with Arts Commissioners' help, distribute them at other locations and to other groups.
  - Publicity: Specialized marketing: We will prepare event-specific one-page flyers for distribution to groups specifically related to the corresponding event. Pattabhiraman will help prepare flyers in Spanish for Nueva Era (salsa group)'s show.
  - Publicity: Other: Pattabhiraman will help disseminate WPS event descriptions on internet-based listings and event calendars.
2. 2005 (Summer) Arts in the Parks (AitP) series:
  - Preliminary discussion of expenses and income:
    - Work is in progress on arriving at budget projections for the series.
    - We have sent our funding request packet to Safeco, a traditional supporter of AitP who, however, did not support us in 2004.
    - Redmond Town Center will be once again supporting us with \$1,500.
    - In spring 2005, we will be applying for the Redmond Tourism Development Fund, just as we did in spring 2004 for this year's series.
  - 2005 AitP program content:
    - We are aiming to present shows suitable for all ages, with artists drawn from nearby areas (Seattle and the rest of Washington State).
    - Venues will most probably be Anderson Park, Microsoft campus and Safeco (if Safeco supports the series financially).
    - We will aim to stage four shows at Microsoft, maybe one show at Safeco, and around five shows at Anderson Park.
    - Another show would be decided later based on theme chosen by the Town Center for their 2005 summer performance presentations.

- We may support the teen center for a teen event (as we did in 2004), subject to available funding.
- We will have some kind of visually-appealing, small performance group to accompany the Arts Commission at the 2005 Derby Days parade, for a payment of \$400 max. Exploration of candidates is in progress.
- The candidate artists consist of Wooden O Theatre, for a Shakespeare drama, and eleven other artists/artist groups enumerated in the attached spreadsheet.

Plan of action: Sambamurti will email a variant of the attached spreadsheet to all the Arts Commissioners, with links to each artist's website, for examining information and promotional material on the artists, and to listen to (or view) their performance samples.

(End emailed committee highlights)

## **IX. OPEN FORUM DISCUSSION**

### **A. 3-5 Year Plan**

Postponed

### **B. Committee Minutes**

Commissioners discussed size and format of committee meeting notes/highlights. They addressed the question of how to adequately inform details to Commissioners, while keeping to a brief version for the general RAC minutes. Commissioners directed the Recording Secretary to email them a template of the decided format, which would include: Topic and Conclusion items (to be included in the RAC minutes), followed by Discussion items (not to be included in the general RAC minutes). *The Recording Secretary will follow up.*

### **C. Next Month's Theme**

"Bollywood"

## **X. MOTION TO ADJOURN**

**Motion to adjourn by:** Commissioner Waters

**Second by:** Commissioner Houghton

**Motion carried:** 5-0 unanimous

The meeting adjourned at 9:00 p.m.

Minutes prepared by Recording Secretary, Pam Maybee

**NEXT REDMOND ARTS COMMISSION MEETING:**  
**January 13, 2005**  
**Old Redmond School House Community Center**  
**7:00 p.m.**